

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY
MAINTAINER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 401 W. Thames Street, Bldg. 301, Norwich, CT
Program/Unit: Fiscal Services
Job Posting No: SM90139
Shift/Schedule/Hours: 1st shift/ 7:00 a.m. to 3:00 p.m. /37.5 hours per week
Salary: \$28,704 (TE-9, Step 1 until completion of initial working test period) then TC-9, Step 1 \$31,893
Closing Date: June 29, 2013

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties may include but not limited to: Responsible for minor building maintenance and preventative maintenance and repairs: Constructs and repairs shelving units, filing cabinet drawers and locks, hangs bulletin board, pictures, tac boards, plaques, etc., patch and paint walls, maintain and adjust door closure units, moves furniture, desks, chairs, file cabinets, tables, etc within building and to/from warehouse, repairs laminate counter tops, installs and repairs cubicle furniture keyboard trays, overhead cabinets, locks, inspects and replenishes the first aid station items as needed, weekly, monthly and quarterly, inspects and maintains the eye wash station units weekly, room set ups/breaks down, tables/chairs, projector, computer, easel, flip charts, receives all purchased items for the facility and delivers to program areas, paper stock, replenishing/deliveries of paper products and paper goods, confidential shred it pick up, mail drop off/pick up daily, bank deposits as needed, various grounds keeping, removal of leaves, sanding sidewalks, removal of snow on vehicles etc., assist with fleet operations – vehicle service, appointments, car washes, pick up new vehicles etc., clean rug/carpet tiles on an as needed basis; may perform custodial and other related duties as required.

Knowledge, Skill and Ability: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

Experience and Training: Any experience and training which provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required to possess appropriate current licenses or permits. Incumbents must possess and retain a valid driver's license and may be required to travel.

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform duties. A physical examination may be required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Maintainer applying to a Maintainer posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of CT Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Cindy Lukaszewicz, Human Resource Assistant
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 / FAX: (860) 859-4792
Email: MHA-SMHA-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2